

### **E-Grants System**

Menu List

Click for Instructions

#### You have been granted access to the forms below by your Security Administrator

### Administrative

OPI Reports

#### Competitive Grant

Title IV-B: 21st Cent. Cont. Title IV-B: 21st Century

Title X: Homeless Education

#### Discretionary Grant

ACT Plus Writing Test Admin

Gifted & Talented State Grant

IDEA B: CSPD

Striving Readers

Title I-C: Regular Term

Title I-C: Summer Term

Title I-C:Migrant Consolidated

Title II-A: State Level

### EGrants User Guides

Comprehensive User Guide

Creating Amendments User Guide

Payment System User Guide

#### Formula Grant

ABLE Extension

Carl Perkins - Secondary

ESEA/NCLB Consolidated

ESEA/NCLB Consolidated - ARRA

IDEA Consolidated

IDEA Consolidated – ARRA Title I School Improvement

### Planning

Planning Tool

# **E-Grants**

Kate Vatter, *E-Grants Management* (406) 444-7841

kvatter@mt.gov



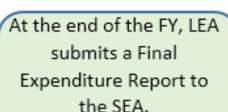
# E-Grants: An Overview

- The E-Grants System is a web-enabled system for K-12 education in the State of Montana.
  - The system supports the grant application from the allocation of funds and application for funding, through payment accountability, reporting to the grantor, and grant close-out.
  - The system hosts for state and federal grants.
  - E-Grants is accessible to all subgrantees via the Internet, without need for installing special software or hardware.



SEA federal grant accountant approves Final Ex. Report, and grant is "closed." Any carryover monies transfer to next FY application. LEA creates and completes the application for a specific grant program.

Upon completion of the Assurances, the LEA submits the application to the SEA program staff.



# E-GRANTS ANNUAL GRANT CYCLE

SEA approves the application, or returns the application to the LEA for correction ("returns for changes").

Following any changes to the program or budget, the LEA submits an amendment to their original application.

Once the application is approved, the LEA may request funds. Funds may be requested throughout the year. Cash requests due on the 25<sup>th</sup>.

- ABLE Extension
- ACT Plus Writing
- Carl Perkins
- Gifted & Talented
- IDEA B & Preschool
- IDEA B: CSPD
- IDEA D: RTI
- Oil & Gas Impact Fund
- Striving Readers
- Title I-A: Basic/Schoolwide
- Title I: SIG Tier III

- Title I-C: Migrant Education
- Title I-D: Neglected & Delinquent
- Title II-A: State-Level Activities
- Title II-A: Improving Teacher Quality
- Title III-A: English Language Acquisition
- Title IV-B: 21st Century Competitive
- Title IV-B: 21st Cent. Continuing
- Title VI-B, Rural & Low-Income Schools
- Title X-C: McKinney-Vento Homeless

# **Current Available E-Grant Applications**



# **E-Grants**

- Helpful Links & Resources. OPI has several User Guides that will help you while using E-Grants:
  - **Getting Started With E-Grants.** Provides technical points to using the system.
  - E-Grants Payment System User Guide. Includes step-by-step instructions for basic fiscal processes in E-Grants.
  - OPI State & Federal Grant Handbook. The best resource there is for all of the OPI's fiscal policies!
  - Creating Amendments User Guide. Step-by-step instructions for creating an amendment following changes in allocation or program.
  - Making Returned for Changes Modifications. If your application
    has been returned for you to make changes, check out this
    publication to guide you through your next steps.
  - **Printing Applications And Grant Award Notices**. This user guide addresses the printing of GANs and applications for your files.





### Schools Begin Practice Run of New Online Assessment

Tuesday, March 25, 2014

On March 25, schools in Montana began their participation in the field test of the new statewide student assessment, the Smarter Balanced Assessment. This new, online assessment will replace our current paperand-pencil CRT assessment in English Language Arts and mathematics.

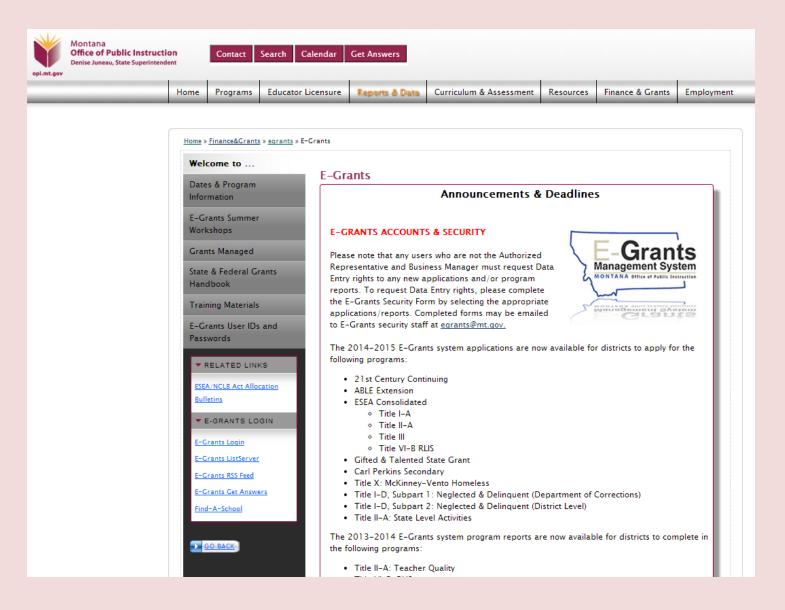


Sign up for E-Grants
 "Newsletter"
 Subscription!

As this practice run gets underway, I want to remind schools that there are no stakes this year when it comes to the field test. The







### **E-Grants Announcements & Deadlines**



Home » Finance&Grants » Egrants » E-Grants

Welcome to ...

### Dates & Program Information

E-Grants Summer Workshops

Grants Managed

State & Federal Grants Handbook

Training Materials

E-Grants User IDs and Passwords

▼ RELATED LINKS

ESEA/NCLB Act Allocation

<u>Bulletins</u>

▼ E-GRANTS LOGIN

E-Grants Login

E-Grants ListServer

E-Grants RSS Feed

E-Grants Get Answers

### **E-Grants Dates & Program Information**

Below is a comprehensive list of important dates, deadlines, and reporting procedures for all state and federal grant programs hosted on the E-Grants system. Please note:

- Not all program reporting is conducted on the E-Grants system; for reports submitted elsewhere, a link has been provided.
- To contact a program specialist directly regarding a specific grant program, please select the Contact button at the top of your screen. A list of contacts by program will appear.
- · All E-Grants applications require a final financial report: the Final Expenditure Report.

Please review the Payment System User Guide for more information.

▼ FEDERAL & STATE GRANT APPLICATIONS HOSTED ON E-GRANTS

Information may be subject to change.

Name	Application Available	Last Day to Submit Original Applications	Reporting Procedures	Due Date	Location of Reporting
21st Century Competitive	Feb 17	April 14	Mid-year reporting in Out of School Time Leadership	First Monday in Feb	Out of School-Time Leadership Management
21st Century Continuing	Feb 17	May 30	Management System OSTLMS		System (OSTLMS) ₽
Same reporting requirements for both Competitive & Continuing applications			Launched Teacher Surveys for 30 plus	First Monday in May	OSTLMS ₽

day students

Year End Report

OSTLMS

# **Program Information & Dates**

Third Monday of June OSTLMS A



# **Security & Creating An Account**

- Security. To create an account, the AR must submit the E-Grants Security Form.
  - The form must be completed by hand and faxed/emailed to <u>egrants@mt.gov</u>, the email address for our Security Analyst. Electronic signatures are not accepted.
  - Form can be found here: http://opi.mt.gov/PDF/Egrants/Security/2013%20EGrants%20Security%20Form.pdf





# **Specialized Duties of Recipients**

- Authorized Representative (AR). Person who legally acts on behalf of the subgrantee of federal and state grants. Duties include:
  - Completing and submitting E-Grants Security Assignments for set up staff roles and access rights in the E-Grants system;
  - Informing clerk of applications, awards, applicable requirements, budget or program modification (i.e. amendments), etc.; and
  - Submitting timely, accurate program and fiscal reports.
- Clerk. Business Manager of the LEA. Duties include:
  - Appropriately budgeting for funds within the E-Grants system;
  - Using the E-Grants system to draw down funds; and
  - Submitting expenditure reports to OPI grant accountants.
- **Communication.** It is important to facilitate healthy dialogue among district administrators and business managers.



# General Administrative Requirements: Common Assurances

- The Common Assurances apply to all programs administered by the U.S.
   Department of Education, through the Office of Public Instruction, including all programs found in the following Acts:
  - ESEA, Reauthorized by the No Child Left Behind Act of 2011
  - Individuals with Disabilities Education Act (IDEA)
  - Adult Education and Literacy
  - Carl D. Perkins Vocation and Technical Education Act
  - Workforce Investment Act

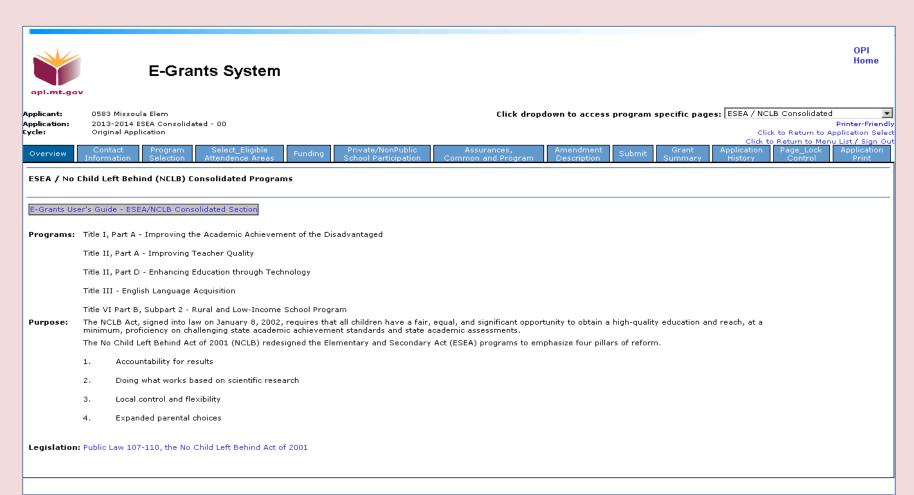


# E-Grants DOs & DON'Ts

- Basic Tips. Please read the full list at "Getting Started With E-Grants."
  - Instructions. Page-specific instructions are available at the top of each application page: Click for Instructions
  - Turn off Pop-up Blockers.
  - Saving.
  - Clicking.
  - Do not use "Back" or "Refresh" buttons.
  - Do not copy-paste directly from Word.
  - Do not open more than one application at once.



# **Order of Progression**





# **Overview**



### **E-Grants System**

OPI Home

Applicant: 0583 Missoula Elem

Application: 2013-2014 ESEA Consolidated - 00

Cycle: Amendment 2

Click dropdown to access program specific pages: ESEA / NCLB Consolidated

Printer-Friendly
Click to Return to Organization Select
Click to Return to Application Select
Click to Return to Menu List / Sign Out

This application has been approved. You must create an amendment in order to make updates.

Programs

| Program | Select | Program | Select | Product | Produc



# **Contact Information**

Overview Contact Information	Program Selection	Select_Eligible Attendance Areas	Funding	Private/NonPublic School Participation	Assurances, Common and Program	Amendment Description	Submit	Grant Summary	Application History	Page_Lock Control	Application Print
Contact Information											
Click for Instructions											
* Denotes required field											
Authorized Representative:											
Last Name	Apostle				First Name	Alex					
Phone	406 728	2400 Extension			Fax	406	542 4009				
Summer Phone*	406 728	2400 Extension			Email	араро	stle@mcps.k:	12.mt.us			
District Clerk:											
Last Name	McHugh				First Name	Pat					
Phone	406 728	2400 Extension			Fax	406	549 0449				
Summer Phone*	406 728	2400 Extension			Email	pmchu	gh@mcps.k1	2.mt.us			
Automatic e-mail notifications of this application's approval and/or return will be sent to the LEA Authorized Representative. If others want to receive these automatic e-mail notices, their e-mail addresses must be entered in the 'ESEA/NCLB Consolidated Approval/Disapproval E-mail Notification' section at the bottom of this page.  Note: The district clerk and program contact(s) DO NOT receive automatic e-mail notices UNLESS their email addresses are included in the 'ESEA/NCLB Consolidated Approval/Disapproval E-mail Notification' section.											
Check a box below and complete the information if the contact is not the Authorized Representative listed above.											
Title I A Contact:											
Last Name*	Kennedy				First Name*	Sindie					
Position/Title*	Federal Pro	ojects Coordinator									
Phone*	406 728	2400 Extension 108	0		Fax*	406	329 5933				
Summer Phone*	406 708	2400 Extension 108	0		Email*	sskenr	nedy@mcps.k	c12.mt.us			

# **Contact Information**

Automatic notifications generated by the system are only sent to the Authorized Representative email address.

Be sure to include your (clerk's) contact information at the E-mail Notification section toward the bottom of the Contact Page. This is how you will receive system emails notifying the district of carryover, excess funds, reallocated funds, or other fiscal changes to the application.

### ESEA/NCLB Consolidated Approval/Disapproval E-mail Notification

E-mails notifying applicants of this application's approval or return for changes will be sent to each e-mail address entered below (limit five).

You must enter at least one contact e-mail. This required contact e-mail can be for the district clerk, program contact, assistant superintendent, Authorized Representative is unavailable. DO NOT enter the e-mail address of the district Authorized Representative in this section.

- scole@mcps.k12.mt.us
- \* kmtortorich@mcps.k12.mt.us
- \* hcdavis@mcps.k12.mt.us



# **Budget Detail**

Applicant: 6587 Boys & Girls Clubs of Lewistown

2014-2015 21st Century Continuing Application - A0-BOYS & Dr; amp; amp; GIRLS CLUB OF LEWISTOWN

Original Application

Title IV B - 21st Century Continuing ▼

Printer-Friendly

Click to Return to Organization Select Click to Return to Application Select

Click to Return to Application Select Click to Return to Menu List / Sign Out

Overview	Contact Information	Allocations	Program Detail	Budget Pages	Assurances, Common and Program	Amendment Description	Submit	Application History	Page_Lock Control	Application Print
	Budget Detail				Budget Break-Down				udget mmary	

Budget Detail BUDGET BREAKDOWN (Use whole dollars only. Omit Decimal Places, e.g., \$2536)

### Click for Instructions

Application:

Cycle:

This application has been submitted. You will not be able to make changes until the application is returned to the district. Itemize and explain each expenditure amount that appears on the Budget Summary. Click on the "Create Additional Entries" button to enter additional information.

### Description of Purpose Categories and Object Codes

Note: This Budget Summary displays to aid in creating and editing the Request and will not display once the Request is submitted to the SEA.

Paid to Date Amounts	100	200	300	400	500	600	800	Indirect Cost
Paid to Date Amounts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Current Budgeted Amounts by Object Code	\$39,239	\$7,589	\$1,200	\$0	\$1,072	\$900	\$0	\$0

Object Code	Purpose Category	Expenditure Description and Itemization	TitleIVBCont Funds	Delete Row
100 ▼	10 ▼	Program Director-Social Recreation: The Social Recreation Director oversees activities in the rec room and high-yield learning activities for the 2nd grade group. The wage for this position is \$12.12, based on longevity. This person is employed for up to 23 hour work week during the school year and a 38 hour work week in the summer.	6641	
100 ▼	10 ▼	Program Director-Art: The Art Director oversees activities in the art room and high-yield learning activities for the 3rd grade group. The wage for this position is \$10.00, based on longevity. This person is employed for up to 30 hour work week during the school year and a 38 hour work week in the summer.	6641	
100 ▼	10 ▼	Program Director-STEM: The STEM Director oversees the computer lab area and high yield learning activities for the fourth-sixth grade group. The hourly wage for this position is \$10.00/hour. This person is employed for a 30 hour work week during the school year and a 38 hour work week in the summer.	6641	
100 ▼	10 🔻	Program Director-Fitness and Health: The Fitness and Health Director oversees indoor and outdoor fitness activities and high yield learning activities for the 1st grade group. The hourly wage for this position is \$10.00/hr. This person is employed for a 30 hour work week during the school year and a 40 hour work week in the summer.	6641	

# **Status**

Not Submitted: Application/Amendment has been created, but not completed.



		o. c c c o c p .			
2013-201	4				
O	14-ESEA-00 Amendment 2		Sub	mitted for Local Review	06-09-2014

 Submitted to SEA: Application/Amendment has been Submitted for OPI Approval.

	TOT OT TAPPIOVAL			
2013-2014	4			
0	14-ESEA-00 Amendment 2	06-09-2014	Submitted to SEA	06-09-2014

 Returned for Changes: There was an issue with the Application/Amendment, further information or changes may be needed

		HEEGEG.			
2013-2	014				
0		14-ESEA-00 Amendment 2	06-09-2014	Returned for Changes	06-09-2014

• Final Approval: Application/Amendment has been Approved by OPI

Select	Application / Amendment	Original Submit Date	OPI Approval Date	Status	Status Date
2013-2014					
0	14-ESEA-00 Original Application	09-04-2013	09-06-2013	Final Approved	09-06-2013

# **Administrative Deadlines**

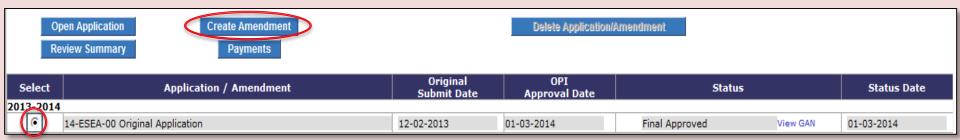
- Cash Requests are due on the 25<sup>th</sup> of each month and paid on the 10<sup>th</sup> of the following month.
  - June has two payments: 10<sup>th</sup> and around the 27<sup>th</sup>
  - No payments made in the month of July.

### Final Expenditure Reports:

- Grants Ending June 30<sup>th</sup> are due August 10<sup>th</sup>
- Grants Ending September 30<sup>th</sup> are due November 10<sup>th</sup>



# **Budget Amendments**



### **Reasons for Budget Amendments:**

- Budgeting for carryover.
- Change the scope of the program.
- Reallocation of funds.
- Move funds from one object code to another.

There is a user guide available in the

"E-Grants User Guides" on the main menu screen



Title IV-B: 21st Century
Title X: Homeless Education

Discretionary Grant

ACT Plus Writing Test Admin Gifted & Talented State Grant

IDEA B: CSPD

IDEA D: RTI

Striving Readers

Title I SIG Tier III

Title I-C: Regular Term

Title I-C: Summer Term

Title I-C:Migrant Consolidated

Title II-A: State Level

EGrants User Guides

Comprehensive User Guide Creating Amendments User Guide Payment System User Guide

Formula Grant

ABLE Extension

Carl Perkins - Secondary ESEA/NCLB Consolidated

ESEA/NCLB Consolidated - ARRA

**IDEA Consolidated** 

IDEA Consolidated - ARRA

Title I School Improvement

Title I-D State Level

Title I-D: Neglected & Deling.

**GMS Administration** 

MTW Security System
Workflow Management Tool

## Resources

### **EGrants User Guides**

Comprehensive User Guide

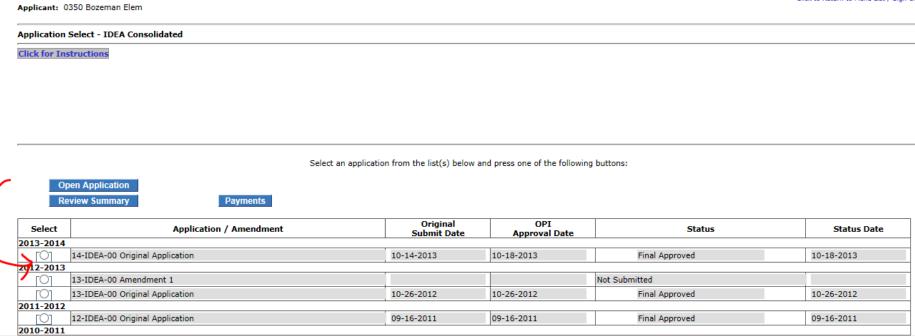
Creating Amendments
User Guide

Payment System User Guide

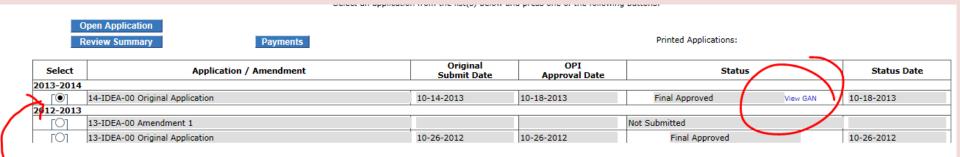
As previously stated: **State and Federal Grants Handbook:** <a href="http://opi.mt.gov/Finance&Grants/Index.html">http://opi.mt.gov/Finance&Grants/Index.html</a>



Click to Return to Menu List / Sign Ou



Click the radio button next to the application to view the GAN for that specific year.



# Grant Award Notices (GANs)

# The Montana Office of Public Instruction, Denise Juneau, Superintendent P.O. Box 202501 Helena, Montana 59620-2501 In-State Toll-Free 1-888-231-9393, Local (406) 444-3095

### PRIME APPLICANT:

Bozeman Elem PO Box 520

Bozeman, MT. 59771-

LE#: 0350

PROGRAM TITLE: Individuals with Disabilities Education Act

(IDEA), Part B

CFDA #: 84.027

### STATUTORY AUTHORITY

Education for All Disabled Children Act of 1975 as amended by the Individuals with Disabilities Education Improvement Act of 2004, P.L. 108-446

### SCHOOL DISTRICT ACCOUNTING CODES:

Fund: 15 (Miscellaneous Fund)

Revenue Code: 4560

Expenditure Program Code: 456

PROJECT NUMBER:

016 0350 7714

### OPI PROGRAM CONTACT:

Name: Dick Trerise

Phone Number: (406) 444-4429 Email address: dtrerise@mt.gov

OPI PAYMENT CONTACT:

Name: Charlotte McMilin Phone Number: (406) 444-4403 Email address: cmcmilin@mt.gov

GRANT PERIOD: 07/01/2013 - 06/30/2014

FINAL LIQUIDATION DATE: 07/31/2014

FINAL FUND DRAWDOWN DATE: 08/10/2014

### AWARDS & APPROVALS:

Original Award \$1,703,007.00

Approved: 10/18/2013

Approved: Amendment 2 Approved: Amendment 3 Approved: Amendment 4

Amendment 1

Approved: Amendment 5

Approved: Amendment 6 Approved:

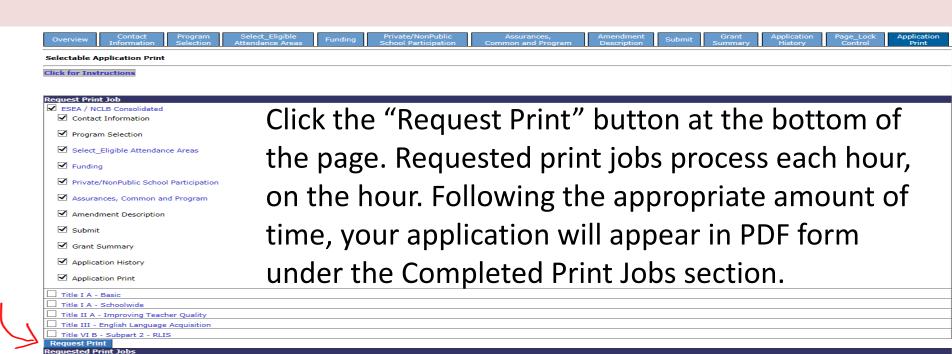
Cumulative Award \$1,703,007.00

TERMS AND CONDITIONS OF AWARD:

# Grant Award Notices (GANs)

# **Printing Applications For Records**





Denise Juneau, State Superintendent

# Title I Program Topics



# The 10 Commandments of Title I

- ❖ We are your Title I Program...you shall consult no other programs before us (with your Title I questions).
- Thou shalt not use the back button or double-click.
- Thou shalt not take the name of thy Title I Director (or Assistant Director or Specialist) in vain.
- Remember thy cash request deadlines, to get thy money.
- Honor thy program specialist and thy program accountant: that thy days may be long and prosperous.
- Thou shalt not cut and paste without reviewing thine answers for updates or changes.
- Thou shalt not commit supplanting.
- Thou shalt not forget to set aside funds for SES and professional development.
- Thou shalt not leave thy paraprofessionals unsupervised by Highly Qualified Teachers.
- ❖ Thou shalt not covet thy neighbor's Title I allocation.



# I Feel So Rejected....The Top 10 Reasons Why

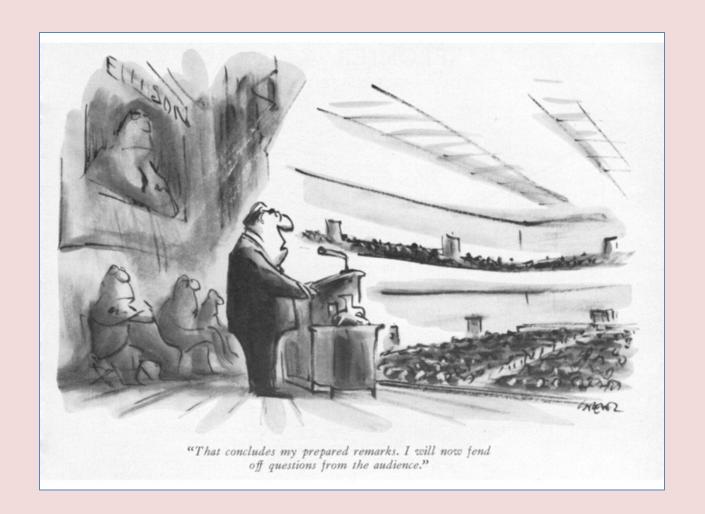
- 1. Failure to put in a secondary email address at the bottom of the contact information page that is different from the AR's address.
- 2. Failure to put in the required set asides on Targeting Step 4.
- 3. Failure to put the necessary comments in the comment box at the bottom of the page on Targeting Step 4. (Ex. No schools in improvement.)
- 4. Topic 1: Failure to give the names of the reading/math programs you will be using. Or failure to explain an item that you checked.
- 5. Topic 2: Failure to answer both questions correctly. (1=teachers and 2=paraprofessionals)



### I Feel So Rejected....The Top 10 Reasons Why

- 6. Topic 3: Failure to answer the question correctly. (Even kindergartners need to hear that the goal is graduation.)
- 7. Topic 6: Using the same answer for multiple questions.
- 8. Topic 6: Failure to answer the questions correctly. (Failing to mention collaboration with your local Head Start program.)
- 9. FTEs: List the total FTEs you are paying for, not the total number of people you are paying.
- 10. Ensure that all set aside amounts have a corresponding line item on the budget pages.







# **Work Time**

Please let us know if you have any questions!







"Thank you. You've been a great audience."

